



DEPARTMENT: County Administration/Building Safety & Permits

NATURE OF WORK:

Learns to perform administrative and clerical work for the Division of Building Safety & Permits. Work performed in a complex setting assisting customers both in person and on the telephone; maintaining records, both manual and automated; and, typing a variety of correspondence, minutes, and reports. Deals on a continuing basis with sensitive or controversial matter and has continual public contact. Serves as back-up to the Senior Permit Technician.

Work involves the exercise of initiative, sound judgment, and discretion in the performance of duties. Duties are performed under the general supervision of the Plans Examiner Chief.

ESSENTIAL FUNCTIONS OF THE JOB:

Learns to assist the public and answer a wide variety of questions regarding the permit application process, inspections, building codes, zoning requirements, etc., or refers the question to the appropriate person.

Learns to assist customers in filling out applications for building, electrical, plumbing, mechanical, and gas permits; reviews applications for accuracy and completeness; ensures that required plans are submitted with permit application and reviews plans for accuracy; explains what inspections are required according to the permit issued and why the inspections are required.

Learns to access Building Safety & Permits databases by use of computer terminals; inputs and extracts data from computer; accurately records inspections, actions taken, permits issued, etc., to update and maintain computer files; prints permits or other data by use of hard copy printer; generate monthly statistical reports for distribution.

Learns to transcribe minutes of Board of Zoning Appeals and Wetlands Board meetings. Prepares information for submittal to County Board of Supervisors.

Performs duties of the Senior Permit Technician in the incumbent's absence or when needed.

Prepares and sends correspondence and form letters on general matters.

Learns to interpret and apply established policies, standards, and procedures where clear precedents have been established.

Receives and distributes mail; schedules appointments and meetings; schedules appointments and meetings; makes travel arrangements when needed. Provides assistance in scheduling and arranging meetings of the Board of Zoning Appeals and Wetlands Board.

Learns to receive applications to the Board of Zoning Appeals and Wetlands Board for appeals, interpretations, and variances: learns to review for completeness and route for appropriate action.

Learns to prepare and mail all adjacent property owner notification letters, decisions letters, and permits.

Learns to monitor the status and location of all building permit applications in the review and legislative process, including site plans and special use permits; answers questions regarding status of permits and inspections.

Learns to issue building, plumbing, electrical, mechanical, and gas permits and Certificates of Occupancy; check records to determine that there are no restrictions on a permit and obtains proper approval before issuance.

Learns to check records to ascertain that all contractors applying for permits are properly bonded, licensed, and State registered.

Learns to receive requests for inspections and complete inspection request.

Learns to contact electric and gas company to authorize gas connections and electrical service to buildings that have been approved for occupancy.

Performs general typing for inspections staff.

May assist applicants in drawing simple plans to meet application requirements; explains what inspections are required according to the permit issued and why the inspections are required. Computes fees required and ensures that fees have been paid prior to the issuance of a permit.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed primarily in an office setting. Operates general office equipment, including computer keyboard, telephone, copy machine, and typewriter.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of standard office practices and procedures, equipment, and its application to the area of assignment.

Thorough knowledge of data entry, personal computer software applications, and related equipment.

Considerable knowledge of grammar, punctuation, spelling, and arithmetic.

Ability to make independent decisions and independently apply and carry out policies and procedures.

Ability to establish and maintain effective working relationships with employees and the general public.

Ability to operate general office equipment, word processing equipment, and microcomputers as required to accomplish the work assigned.

Ability to follow verbal and written instructions.

Ability to maintain complex records and ensure their accuracy.

Ability to work under pressure.

Ability to prioritize, organize, and perform work independently.

Ability to take minutes and transcribe accurately.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent; clerical experience which shall have included interaction with the public, data entry, and automated record keeping; or any equivalent combination of education and experience providing the required knowledge, skills, and abilities cited above.

Date: August 2006

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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Permit Technician I Position Number: 752
Department: County Administration Division: Building Safety & Permits

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- ☒ Answer telephone, radio or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☐ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☐ Communicating with other _____
- ☐ Not essential to job functions

2. Hearing/Listening:

- ☐ Ability to distinguish between different tones
- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function.

3. Reading: (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- ☐ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided
by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☒ Essential function
- ☐ Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☐ Essential to job function
- ☒ Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift		✓					✓		
Push/Pull		✓					✓		
Hold/Carry		✓					✓		

Manipulation done from: ☒ ground to waist ☐ waist level ☐ waist to shoulder ☐ above shoulder
(Check all that apply)

Not essential to job function: ☐ Lift ☐ Push/Pull ☐ Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

Ladders

- ☐ Step stool
☐ 8' to 10' step ladder
☐ Extension ladder
☐ Other _____
☒ Not essential to job function

Stairways

- ☐ 1 flight
☐ 2 flights
☐ 3 or more flights
☐ Other _____
☒ Not essential to job function

Steps

- ☐ 1-2
☐ 2-3
☐ 3-4
☐ Other _____
☒ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand		✓						✓	
Sit				✓				✓	
Walk	✓						✓		
Run	✓						✓		

If walking or running, over what type of terrain? ☒ flat ☐ rough ☐ both

Not essential to job function: ☐ Stand ☐ Sit ☒ Walk ☒ Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- ☒ 0-5x ☐ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- ☐ 0-5x ☒ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☐ Peripheral vision
☐ Night vision
☐ Focus (distinctness or clarity)
☐ Color perception (discriminate between colors)
☐ Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

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